

Collecting and Reporting 2004 Physical Fitness Test Data

Suggestions for Districts

The following suggestions for collecting student performance results have been used by districts in past years. Districts may have other procedures they wish to use.

Suggested Options	Collecting and Reporting Process				
	Step 1	Step 2	Step 3	Step 4	Step 5
I HAND DATA ENTRY	District develops data collection form. (State provides sample forms.)	Teachers record performance task scores by hand.	District transfers data to electronic format and compiles results.	District provides results back to schools and teachers.	District sends data to Educational Data Systems.*
II DATA-ENTRY WEB SITE	District uses state developed sample data collection form.	Teachers record performance task scores by hand.	Teachers or district personnel enter data onto web site designed for on-line physical fitness test data entry. Data goes directly to the state.	District provides results back to schools and teachers.	N/A
III SCANNABLE FORMS	District develops scantron recording sheets.	Teachers record performance task scores on scantron sheets.	District compiles data electronically.	District provides results back to schools and teachers.	District sends data to Educational Data Systems.*
IV <i>FITNESSGRAM</i> SOFTWARE**	District uses <i>Fitnessgram</i> software.	Teachers record performance task scores on <i>Fitnessgram</i> software.	District exports data from <i>Fitnessgram</i> software into state format. *	District and/or teacher use software to create student and parent results.	District sends data to Educational Data Systems.*
V OUTSIDE AGENCY CONTRACT	District contracts with one of many service-for-fee scanning and data-entry services.	Teachers record performance task scores by hand or on scantron sheets, depending on agreement with contracted agency.	Contracted agency compiles data electronically.	Depending upon agreement, agency provides district and schools with results.	Agency sends data to Educational Data Systems, or sends data back to district and district sends data to Educational Data Systems.*

* See Appendix B - "Electronic Reporting Options/Directions for 2004 Physical Fitness Test"

** If you wish to use this option you must export the data using the custom format option and save the file as Excel 5.0. You must also complete school demographic information for each school you are submitting, as well as include a file for the students not tested. The school demographic template can be found on Appendix E.